

**FY 2008 FIXED ASSET  
Class Registration Form**

**CLASSES FOR CAPITAL ASSET POLICY MANUAL TRAINING:**

Classroom training will be held on May 6<sup>th</sup> or 14<sup>th</sup> from 9 AM to Noon at the Division of Accounting, 2<sup>nd</sup> Floor of the Webb Building, 820 Silver Lake Blvd., Dover.

***NOTE: Not required if previously taken, unless refresher training is needed.***

Please fill in the appropriate section below and return your registration early, as **class size is limited**. Your registration will be confirmed.

First	Last Name	Agency #	Dept	Division	Phone	Training Date
Example						
Lewis	Brooks	25-05-01	Finance	Accounting	672-5524	05/06/08

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**CLASSES FOR CAPITAL ASSET DATA ENTRY AND PAYMENT VOUCHER TRAINING:**

This is a lecture and hands-on computer training at the DTI Computer Lab, Dover on May 6<sup>th</sup> or 14<sup>th</sup> from 1 to 4 PM OR May 8<sup>th</sup>, 12<sup>th</sup>, 13<sup>th</sup>, or 19<sup>th</sup> from 9 AM to Noon.

First	Last Name	Agency #	Dept	Division	Phone	Training Date

**For directions to both class locations, please use Mapquest, or similar on-line software.**

**Return completed form by April 21, 2008** to Lewis Brooks at [Lewis.Brooks@state.de.us](mailto:Lewis.Brooks@state.de.us)  
For those *without* Internet or electronic file transfer capability, fax your form to 739-1200.

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